



Collaborative Decision Resources

Fax Cover Sheet

To: Bonnie LaVelle, EPA, Region 8
Fax #: 303-312-6897
From: Paula Taylor, Financial Director
Date: March 27, 2000

Number of Pages: 3 (Including this cover page)

RE: Vasquez & I-70 funding

Dear Bonnie:

Mary Margaret asked me to let you know our funding status and to give you our projections for continuing the project through September, 2000.

Also, CDR is proposing a raise from \$152/hour to \$160/hour for Mary Margaret and Louise. They have been at \$152/hour since December, 1998. This is about a 5% increase.

Attached is a budget for one-meeting. This is the format that we submitted to ISSI last time, except the professional labor rate has been changed.

At February 29, 2000 we have \$16,559 remaining in the current contract. At \$6,095 per meeting, and estimating one meeting per month, the funding last about 2.7 - 3 months (or through most or all of May, 2000).

To continue the project through September would require about \$24,000 - \$26,000 in addition to what is remaining in the contract at February 29, 2000.

Please give me a call to discuss next steps in the contracting process. And let Mary Margaret or me know if you have questions, or if I can help in any other way.

Sincerely,


Paula Taylor

**BUDGET PROPOSAL
TO
ISSI CONSULTING GROUP
FOR
MEDIATION OF EPA REGION 8, VASQUEZ & I-70**

**Submitted by CDR Associates
March 27, 2000**

Estimate for one meeting:

<u>Labor</u>	<u>Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Work Groups	2	6.5	\$ 160.00	\$ 2,080
Agenda Development, Minutes, Materials to Parties	2	5.5	\$ 160.00	\$ 1,760
Calls between meetings	2	3.5	\$ 160.00	\$ 1,120
(calls between meetings assume 8 calls x 1 hour each)				
Clerical Support	1	20	\$ 50.00	\$ 1,000
Total Labor				\$ 5,960
<u>Expenses</u>		<u>Units</u>	<u>Rate</u>	<u>Total</u>
Parking		1	\$ 8.00	\$ 8
Mileage - Boulder/Denver/Boulder (70 miles RT)		1	\$ 22.40	\$ 22
Copying		1	\$ 100.00	\$ 100
Long Distance		1	\$ 5.00	\$ 5
Total Expenses Estimate				\$ 135
TOTAL ESTIMATE FOR ONE MEETING				\$ 6,095

(see attached notes, assumptions, terms and conditions)

Notes and Assumptions:

The client will provide the meeting facility, refreshments and equipment.
The above is an estimate only. Actual time and expenses will be invoiced.

Terms and conditions for performance:

- The budget above is an estimate only. Professional time and clerical time spent in meetings, between meetings, in preparation, and follow-up will be invoiced at the end of the project per actuals at the stated hourly rates. Travel time within the Denver Metro area is not billed.
- Travel expenses billed at actual cost. Per diem billed at actual cost. Actual mileage is billed @ 32¢/mile.
- Long distance phone calls, faxes, conference calls, postage/shipping/express mail services and any other communications or direct expenses will be invoiced at cost.
- Copies of receipts for items billed at cost will be included with all invoices. CDR staff and subcontractors will provide receipts for all individual expenses over \$25.00, whenever available.
- When phone costs are to be billed per actual costs, CDR Associates reserves the right to invoice at a later date any phone expense or other expenses that are reported to CDR on subsequent long distance bills or other vendor bills.
- Terms: 30 days net. A finance charge of 1 3/4% per month will be charged on all overdue invoices.
- This Budget Estimate is good during the current calendar year. Rates are subject to change on January 1 of each year.
- If meetings are canceled or rescheduled by contractor, CDR Associates will be paid for actual time and expenses up to the time of notification. The contractor may be subject to re-negotiation of professional fees and expenses, or to penalties (i.e., airline penalties to change tickets, meeting facility penalties, etc.) incurred due to the rescheduling/cancellation.